

LANCASTER COUNTY

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BOARD OF COMMISSIONERS

ADDENDUM #1

Issue Date: 05/23/05

SPECIFICATION NO. 05-149

FOR

Lancaster County Towing

Addenda (or addendum if singular) are written instruments issued by the County prior to the date for receipt of offers which will modify or interpret the specification document by addition, deletion, clarification or correction. Please acknowledge receipt of this addendum in the space provided on your bidding document.

Be advised of the following changes/clarifications to the County's specification and bidding documents:

1. QUESTION: Under the GENERAL NOTICE: If the county is requesting 1 rate schedule which will encompass all tows, both those ordered by the Sheriff, and those calls made on behalf of the owner by the Sheriff, we need the numbers of those tows in which the Sheriff called the contractor on behalf of the owner so that a bid rate may be determined fairly. It is my understanding that the number of these calls was not included in the statistics which were given to potential bidders.

ANSWER: You are correct the figures shown were for only those ordered by the County. The Sheriff provides the connection from the citizen to the county tower as a courtesy. They do not track the number of requests to tow by citizen request. It is the desire of the Sheriff to insure the successful bidder offers the same rate schedule to the citizen as the Sheriff tows.

2. QUESTION: This question pertains to additional charges. If the contractor chooses to send a "roll-back" truck to every scene and once there determines that a light-duty truck is necessary to load the vehicle onto the roll-back, will it be permissible to charge for both trucks, when in reality if the correct truck would have been sent, only one truck would have been necessary? Along these same lines, will it then be permissible to charge wait time on the first truck and driver while they are at the scene waiting for the second truck to arrive? This does not pertain to the times when two trucks are legitimately necessary, only when the wrong type of vehicle was dispatched at the contractors' choice.

ANSWER: No on both questions. The contractor shall assume the responsibility for sending the appropriate truck to the scene. If they send the wrong truck and have to send a second it is the contractors' choice and they will assume the cost.

COMMISSIONERS

DEB SCHORR * LARRY HUDKINS * RAY STEVENS * BERNIE HEIER * BOB WORKMAN

KERRY EAGAN, Chief Administrative Officer

3. QUESTION: Under "2. SCOPE OF WORK", (2.2), which states that removal of junk vehicles from private property is part of the contract. These vehicles may be the property owner's vehicles, who pays for these tows? Is it done at the contract rate?

ANSWER: In most of these cases the City Clerk, where the violation occurs, would request a tow through the Sheriff's Office because of violation of a City Ordinance or State Statute. The City or City Clerk, who requested the tow, would be responsible for the tow at a private citizen cost.

4. QUESTION: Under the same "SCOPE OF WORK", (2.3), which states that the contractor may have to store such items as safes, ATM machines, and so forth. Do these items need to be in a secure area (i.e., fenced, and locked), or can they just be set inside the contractors building?

ANSWER: In these cases, it will depend on if the item is being held as evidence or not. Those items which are towed for evidence, will be taken to the Sheriff's Office storage facility. If the item is of no evidentiary value they can be set inside a secured fenced area.

5. QUESTION: Clarify on "4. CONTRACT PRICING STRUCTURE", (4.1.1) Prices for towing small vehicles). Should this actually read vehicles WEIGHING (4) ton or less, instead of vehicles licensed (4) ton or more? The reason being that it is common for a ½ ton pickup to carry 10 ton plates because of pulling a trailer. These types of vehicles should not be charged for over-sized tow rates. The same question would apply to (4.2.1) Prices for towing over-sized vehicles (4) ton or over, should it be licensed, or weighing?

ANSWER: This language is the same for the County's requirement as the City of Lincoln's contract which states "licensed".

6. QUESTION: Clarify on "4.3 ADDED FEES", it states when mileage can be charged for small vehicles, but is not specific on over-sized vehicles. We would ask for clarification on this issue. On small vehicles, it is only permissible to charge mileage from the county line to tow site and back to county line. How is this charged out for over-sized vehicles, is it the same, or different?

ANSWER: The milage charges for both situations would be the same, from the county line to tow site and back to county line.

7. QUESTION: "4.4 PRICES FOR STORAGE". It is understood that the contractor does not need to be open 24 hours per day. Is it permissible for the contractor to charge extra to release personal property, and or vehicles, at times other than "normal business hours". If it is okay, what can the charge be? Also, if there are items in the vehicle which are necessary for everyday life, (i.e., prescription medicine, eye glasses, child's car seat, etc.) does the contractor need to release these items regardless of "normal business hours" and can a charge be added for releasing them at odd hours?

ANSWER: No, currently extra charges are not applied for releasing such items after regular working hours. It is not the intent of the County Sheriff to encourage or send citizens to the tower's site to retrieve vehicles or items from vehicles after hours, unless it is a true emergency, and contractor has been notified and/or pre-arranged access is agreed upon.

8. QUESTION: Under "5.6", regarding Public Auctions of unclaimed vehicles and personal property. How are these auctions advertised? Is it the responsibility of the Sheriff or the contractor to advertise the auction? Who conducts the auctions? Is it the responsibility of the contractor or the Sheriff to provide an auctioneer? If an auctioneer is used, is this position a bid item, for example, does the County take bids for providing auctioneer services? Also, how many of these auctions were held in the past 24 months, and what was the revenue for these auctions? What was the contractors

share, and how much went into the General fund for the County? How many personal property auctions were held in the past 24 months, and what was the revenue for these auctions? Did all of this money go into the County's general fund, or does the contractor receive a percentage of the funds?

ANSWER: The Sheriff's Office has not held a public auction in the last 24 months. If the vehicle is towed due to a traffic violation or criminal act, and subsequently released and the owner does not pick up the vehicle it becomes the responsibility of the tow services to dispose of it. If the vehicle is towed by the Civil Division on an Execution the Sheriff's Office will advertise the vehicle and auction it. Again, neither of these examples have occurred in the last two years. **Reference Nebraska Administrative Code, Title 247, Chapter 3, Rules and Regulations for the Designation and Disposition of Abandoned Motor Vehicles, (001 thru 005 including attachments 1, 2 and 3)**

9. QUESTION: "BACKUP TOWING PROVISIONS", (6.1), If the contractor uses other towing companies for additional equipment, do these companies need to be PRE-APPROVED, by the County, with insurance certificates on file, before they can be used to tow under this contract?

ANSWER: Yes, we do require proof of insurance with for all County Contracts, including subcontractors, prior to working on any County Contract.

10. QUESTION: "7. RESPONSE TIME", specifically (7.5.1 and (7.5.2), it clearly states under this section the county is only interested in a one-call operation, however (7.5.2) says that the towing contractor must provide the county with a list of alternate towing companies in case the contractor cannot meet the time requirements, why then would the sheriff call an alternate company instead of the contractor being responsible for calling the other company in order to fulfill their contractual time commitment?

ANSWER: This is not intended to be a calling list for the Sheriff's Office. This is to insure the Successful Bidder has an alternate plan on who they will call if they can not meet the time requirement.

11. QUESTION: Concerning "8. SECURED PARKING", (8.1) states that the county is looking for a contractor with a lot large enough to hold 100 vehicles for the Sheriff's Dept. Do these 100 stalls need to be segregated from the contractor's private tows. For example, do these 100 stalls need to be fenced and locked, or can they be intermingled with the contractor's private work?

ANSWER: Vehicles can be intermingled with the Contractor's private work, UNLESS the vehicle is being towed for evidentiary purposes. Vehicles towed as evidence must then be segregated and stored in a secured area.

12. QUESTION: In accordance with section "14, Personal Property". Is it a misprint that the contractor shall inventory all property as is stated in section 14.1? Is it not the responsibility of the Sheriff's office to inventory the vehicles? It is common for a contractor to be accused of taking items from vehicles. If the contractor does the inventory this does not protect anyone from false claims, however, if the Sheriff does the inventory this will protect the contractor from false claims against missing items.

ANSWER:

13. QUESTION: Section "11. PERSONNEL", (11.2), states that contractor shall be prepared to tow and release vehicles 24 hours a day, 7 days a week. Is there an extra charge for releasing vehicles at times other than "normal business" hours, or may contractor tell vehicle owner that they must wait until business is open to retrieve property and/or vehicles?

ANSWER: This question has been answered in the specification under "PRICES FOR STORAGE". There should be no extra charge.

14. QUESTION: We would like copies fo reports furnished to Sheriff on a monthly basis for the past 12 months in accordance with 12.3.4.

ANSWER: No such reports are available to the Sheriff. The current contractor has supplied the County Sheriff with the following information: in 2004 they towed approximately 750 to 800 vehicles for the Sheriff's Office. This does not include tows at citizen's request. **Bidders are instructed to update "Attachment A - Sample Statistics", "Small Vehicles", 1. To approximately 375 for 6 months and approximately 750 for 12 months.**

The corresponding item on the bidding schedule "item #1.1.1" shall also be updated to 750 each.

All other terms, conditions and requirements of the request remain the same as originally indicated in the document or as modified on previous addenda.

Kathy A. Smith
Assistant Purchasing Agent